



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** July 9, 2019

**Job Listing Identification Number:** 8761051

**State Job Title:** License and Permit Specialist III

**Agency Job Title:** License and Permit Specialist

**Monthly Salary Range:** \$3,250.00 - \$3,633.34

**Remarks:** *Multiple positions available. Salary commensurate with experience.*

**Closing Date:** Until Filled

**State Class. No. and Pay Group:** 0172/B16

**FLSA Status:** ☐ Exempt ☒ Non-Exempt

**Location:** Austin

**Type of Job:** ☒ Full Time ☐ Part Time

**Travel Required:** ☐ Yes ☒ No

#### Job Description:

The License and Permit Specialist III reports to the Judicial Branch Certification Commission (JBCC) Licensing Manager. Performs complex (journey-level) certification, registration and license processing work in a regulatory environment. Work involves reviewing, evaluating and processing applications for the JBCC to ensure compliance with applicable rules; entering information into the licensing database; disseminating information and maintaining filing systems; maintaining and providing statistical data as requested; receiving and responding to calls and emails regarding certification and registrations, continuing education, criminal history evaluations and division procedures. Work requires frequent contact with the public, courts, clerks, industry groups, government officials, agency staff and board members. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

#### Minimum Qualifications:

- Graduation from an accredited four year college or university; may substitute four years of relevant experience for required education on a year for year basis
- Two additional years of experience performing administrative support or other experience related to licensing and permitting
- Working knowledge of Microsoft Office Suite, including MS Word, MS Excel, and MS Outlook.

#### Preferred Qualifications:

- Experience in a regulatory environment.
- Skill in providing excellent customer service.
- Ability to interpret and explain agency laws, rules, policies and procedures in a clear and concise manner.
- Bilingual (English/Spanish)

**Essential Job Functions:**

- Reviews and evaluates applications for certification, registration, licensure and renewals.
- Coordinates with county courts and clerks to ensure registrations of guardianships with the JBCC.
- Ensure mandatory training and requirements are met for the registrations of guardianships.
- Processes applications and enters required technical data into appropriate licensing database.
- Maintains records associated with applications for certification, and completes necessary forms to approve or deny certification.
- Assists in preparing correspondence, memos, and reports related to certification activities.
- Assists in preparing and disseminating information regarding program laws, rules, policies and division procedures to the public, courts, clerks, government officials, and department staff.
- Responds to inquiries regarding rules, regulations, policies and procedures, performing research as needed.
- Provides excellent customer service, and responds to customers via phone and email for assistance with division issues.
- Provides assistance answering phone calls, routing incoming calls, taking messages, greeting visitors and directing visitors to the appropriate staff.
- Generates daily and monthly reports of statistics relating to the Licensing Section through use of OCA databases.
- Edits and updates the Division forms, manuals, and publications as needed.
- Informs management of ongoing activity and critical matters affecting the operation and well-being of the division.
- Demonstrates teamwork and support to other team members and OCA staff.
- Performs related work as assigned and complies with all OCA policies.

**Employment Conditions:**

- Must sit for extended periods of time.
- May talk on phone an extended period of time.
- Performs repetitive motion data entry.
- Operate office equipment and computer systems

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

SN, 360, 0111, 3A1X1, 01, 3A

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**To Apply:**

Submit a complete application through Work In Texas at [www.workintexas.com](http://www.workintexas.com). Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.